

CITY OF MILPITAS

Effective: June 1985
Revision: Aug 2008, Oct 2006,
Sept 2003, June 2001
EEOC: Professional
Unit: Mid-Mgmt/Confidential
FLSA: Exempt
Physical: 1

RECREATION SERVICES SUPERVISOR

DEFINITION

To perform responsible professional work in organizing and supervising major recreation/leisure service programs and activities including such areas as youth and adult sports, aquatics, special events, and management of the Community Center, Senior Center, Sports Center, and Teen Center facilities.

Under direction of the Parks and Recreation Director and/or Recreation Services Manager, the Recreation Services Supervisor plans, implements, directs, and supervises assigned programs and full-time and part-time staff within the Recreation Services Division, which may include aquatics, swim team, specialty aquatic camps and training classes, aquatic exercise classes, community center, sports center, teen center, senior center, customer service, related contract classes, emergency services, program registration, day camps, after school programs, facility maintenance, reservations and rentals, youth, teens, adults and senior programs, activity guide, marketing, child care, volunteer coordinating, workforce development, arts, youth and adult sports, children's theatre and special events; develops and monitors the budget for assigned area; ensures quality of programs and safe work practices; maintains appropriate work records; serves as a technical resource for assigned staff; participates in department and citywide special events; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Recreation Services Supervisor is the supervisory level class responsible for major and multiple programmatic areas and is expected to participate in planning, implementing, budgeting, and evaluating programs, services and staff allocations for the Recreation Services Division. This classification is distinguished from the next lower level classification of Program Coordinator in that responsibility is assumed for multiple and more complex programming and activities and is also distinguished by the next higher classification of Recreation Manager in that responsibility exercises direct supervision over supervisory, para-professional, and support staff.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Parks and Recreation Director and/or Recreation Services Manager.

Exercises direct and indirect supervision over full-time and part-time professional, technical and clerical staff, and volunteers.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Plan, coordinate, implement, supervise, participate, and evaluate multiple and major programs, services and events within the Recreation Services Division.
- Assist in the development and implementation of Recreation Services' goals, policies, procedures, and priorities.
- Hire, train, supervise, and evaluate assigned staff; develop schedules and work methods for performing assigned duties, review timesheets; ensure adherence to safe work methods, procedures and practices; initiate disciplinary procedures as appropriate; develop work schedules; hold regular meetings with assigned staff.
- Attend and participate in many organizational and community groups; attend division, commission and city council meetings; stay current on issues relative to the field of recreation services.
- Develop and monitor assigned program budget; monitor and track expenditures and revenue; may prepare bid packages, write and administer grants, develop and prepare reports, agenda reports, letters and memos; maintain employee certification records, oversee, review and submit accident reports; maintain financial records.
- Respond to an emergency to work in the EOC or on site under Care & Shelter Operations.
- Oversee and participate in the design, preparation, and distribution of program publicity including press releases, brochures, pamphlets, flyers, activity guide, and printed schedules.
- Recommend changes in staffing, program objectives, policies and procedures to assure maximum effectiveness and efficiency.
- Prepare and submit reports and memoranda for presentations to City commissions, committees, and City Council.
- Respond to public inquiries about assigned program areas by telephone, correspondence, or during public meetings; ensure excellent customer service is given at the City's program sites; act as information source regarding assigned programs; serve as a representative of the City; act as liaison with various other City divisions and departments, community groups, commissions and committees,
- Develop and over see contracts and capital improvement projects.
- EOC Duties: In the event of an emergency, responsible for Care and Shelter operations, required to respond to calls on and off hours as needed.
- Responsible for City facilities and required to respond to calls off hours from Police Dispatch for facility related problems and situations.
- Perform related duties as assigned.

EXAMPLES OF DUTIES (Cont'd)

When assigned to the Community Center:

- Manage the Community Center and surrounding areas and all programs related to facility, including, but not limited to facilities, personnel, and programs.
- Plan and supervise a program of preschool/child care, children's theatre, cultural arts, marketing, volunteers, facility maintenance, facility/picnic reservations, facility attendants, contract classes, special events, and other service specialties involving the supervision of program coordinators, leaders in the planning of activities and events, and all full and part-time personnel.
- Represent the department on CIP projects; act as staff liaison to the Arts Commission and Public Art Committee.

When assigned to the Senior Center:

- Manage the Senior Center, including all programs, facilities and personnel issues related to the facility.
- Plan and supervise a senior program, including: art, dance, exercise, writing, English and more, a nutrition program, social services, trips, special events, entertainment and the promotion of the Senior Center and senior activities.
- Serve as staff liaison to the Senior Advisory Commission.

When assigned to the Sports and Teen Centers:

- Manage the Sports Center, Teen Center, Aquatics Program and surrounding fields as assigned.
- Plan and supervise programs including adult sports, youth sports, teens, after-school activities, pool maintenance, facility rentals, summer day camp activities, aquatics including, but not limited to: lap swim, recreation swim, water exercise classes, fitness and weight room club management, and/or other service specialties involving the supervision of program coordinators and leaders in the planning of activities and events.
- Serve as staff liaison on the Police Athletic League Board.
- Responsible for recruitment, hiring, training and evaluation of associated full-time and part-time staff supporting aquatics programs.
- Plan and supervise aquatics special events including but not limited to 4th of July Pool Party, movie nights and swim Olympics.

When assigned as the Swim Team Coach:

- Primarily responsible for management of the swim team.
- Prepare and conduct swim team group practices daily, evaluate stroke technique, attend swim meets, maintain team record, current roster, practice times and meet results.
- Serve as staff liaison on the swim team parent board.

MINIMUM QUALIFICATIONS

Knowledge of:

- Recreational and social needs of the community.
- Procedures for planning, implementing, and maintaining a variety of recreation and leisure time activities and programs.
- Principles and practices of program administration including budgeting, purchasing, and personnel management.
- Standard program evaluation methods and report writing procedures.
- Principles and techniques of effective supervision and training.
- Rules and equipment used in assigned program areas such as a variety of athletic activities.

Ability to:

- Design, develop, and implement recreation/leisure service programs suited to the needs of the community.
- Analyze, interpret, and explain division policies and procedures.
- Supervise, train, and evaluate full-time and part-time staff, including volunteers.
- Elicit community and organizational support for programs.
- Communicate effectively, orally and in writing.
- Develop, present, and administer a budget for assigned programs.
- Prepare and present verbal and written reports to governmental agencies and community groups.
- Enforce safe work practices and disciplinary procedures for employees.
- Ensure that facilities are maintained in a safe and attractive manner and comply with all county, state and federal mandates.
- Schedule, monitor, train, and motivate full an part time staff and volunteers using best practices approach.
- Evaluate the progress and effectiveness of programs with measurable outcomes.
- Establish and maintain effective work relationships with public groups, agencies, the media, and others contacted in the course of a normal workweek.
- To work weekends, holidays, and evenings as needed and/or required.

EXPERIENCE AND EDUCATION

Experience: Three years of responsible experience in the area of public recreation including significant supervisory responsibilities.

Education: A Bachelor's degree from an accredited college or university with major coursework in recreation, public administration, physical education, or a closely related field.

LICENSE OR CERTIFICATE

Possession of or ability to obtain and maintain an appropriate, valid California Driver's license.

Certification in the following areas may be required within six months of appointment:

- American Red Cross Community First Aid and Safety
- American Red Cross CPR (infant, child, & adult)

When Assigned to the Sports Center and/or Swim Coach positions:

- Certified Pool Operator
- American Red Cross Lifeguard Training
- American Red Cross Lifeguard Training Instructor
- USA Swimming Coaches Certification

Highly Desired When Assigned to the Sports Center and/or Swim Coach positions:

- Water Safety Instructor certified
- American Swim Coaches' Association Coach Certification

SPECIAL REQUIREMENTS:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment; able to travel to various locations within and outside the City of Milpitas. The ability to stand, walk, turn, kneel and/or bend for a prolonged period of time. The need to lift, drag, and push equipment/supplies weighing 25 pounds or more is also required.

Approved by:

City Manager

Date

Human Resources Director

Date